

OLC 70-0792

SECRET

9 November 1970

MEMORANDUM FOR: Administrative Officer, O/DCI

**SUBJECT: Information for the Equal Employment Opportunity
Program Report to the Civil Service Commission**

1. This is in response to your memorandum of 8 October 1970, same subject.

2. The relatively small size of this Office has a direct bearing on both the practices and opportunities in the equal employment opportunity field. Clearly, however, actions relating to the selection, assignment, promotion, and training of personnel are based upon merit without regard to race, religion, nationality or sex.

3. With respect to the present Office staff, a conscientious effort is made to keep all fully informed on all aspects of the Office's operations and workings on the assumption that well-informed, highly motivated employees would thus be better equipped for such upward mobility as they would like to achieve within the range of opportunities offered by this Office and the Agency as a whole. In this connection, training opportunities are under constant examination in the light of the rather full manning requirements of the Office.

4. Just recently a senior secretarial vacancy was filled by an employee who came up through the ranks within the Office.

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